

UNITED STATES COURT OF APPEALS
FOR THE THIRD CIRCUIT

NOTICE TO COUNSEL
APPOINTED IN PRO BONO CASES

To encourage lawyers to serve as appointed counsel in Pro Bono causes, the Court has authorized recovery of up to \$1,000 (One Thousand Dollars) of expenses related to representation in a pro bono matter. Recovery of expenses is limited, and should not be considered a fee for services rendered.

Reimbursable Expenses include:

- a. Travel expenses (at Government rates and per diem)
- b. Telephone calls to your client
- c. Copying
- d. Photographs
- e. Other appropriate expenses as may be determined.

A voucher for total expenses may be submitted at the conclusion of the case. Counsel may apply for interim reimbursement if necessary. Counsel should keep careful records of recoverable expenses and include invoices or documentation for any submitted expense.

Non-Reimbursable Items:

- a. General office overhead
- b. Items and services of a personal nature
- c. Printing of briefs (Typesetting prohibited, but photocopying, “xeroxing” or a similar service are recoverable as costs.)

Transcripts

Please contact your Case Manager or Jean Thornton (267) 299-4908 for instructions regarding reimbursement for transcripts associated with the case.

The Court deeply appreciates your service on behalf of indigent litigants, and it makes available these Administrative Funds to assist you in your service. Should you have any questions, you are welcome to call me directly.

For The Court,

Marcia M. Waldron
Clerk

(08/14)